

## **RECORDS SPECIALIST**

## **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of specialized and technical clerical and public contact duties for various Police Department areas, other law enforcement agencies, related criminal justice offices and the general public.

## **Supervision Received and Exercised:**

Receives direct supervision from Police Records Supervisors and general supervision from other department supervisors or management staff

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Assist general public, departmental personnel and representatives from other agencies in obtaining police related information.
- Transcribe electronically submitted police documents reviewing for accuracy in a variety of areas and consulting with officers, detectives and supervisors as needed regarding discrepancies, missing forms or information, etc.
- Maintain and ensure accuracy of master records in the Records Management System for Persons, Vehicles and Businesses.
- Review data, scan and perform quality control checks on police related documents
- Review and accept properly served subpoenas; process subpoenas for Police Department personnel; accept fees for accident reports, other police related documents, warrants (prisoner bonds).
- Review arrest data and perform quality control checks on electronically submitted arrests. Verify arrests have complete information for reporting to state and federal entities.

### CITY OF TEMPE

Records Specialist (continued)

- Maintain and prepare police related documents for various reviews; distribute copies; update various police records and process mail requests.
- Data entry and update information in local, state and federal computer terminals. Complete mandated state and federal monthly validations of all Police Department entries into state and federal databases. Maintain Terminal Operator Certification at required level for position.
- Operate a document imaging scanner, microfilm machine, fax machines and copier; ensure proper care, operation and maintenance of equipment assigned to the unit.
- Review, data entry, modify and remove Tempe Municipal Court arrest warrants into statewide law enforcement database. Confirm warrant validity on request from other law enforcement agencies.
- Ensure proper disposal of confidential materials; request service as needed.
- Complete daily productivity reports.
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Requires two years of full-time, general clerical work experience, preferably in a law enforcement environment.

#### **Education:**

Equivalent to the completion of the twelfth grade.

#### Licenses/Certifications:

Must obtain Terminal Operator Certification awarded by Arizona Department of Public Safety, Arizona Criminal Justice Information System Division within six months of employment.

#### **Additional Requirements:**

Must pass polygraph and background examination.

Effective November 1988
Revised February 1999
Revised July 2001 (range adjustment)
Title change January 2002
Revised March 2006 (change duties)
Revised December 2012 (change title and update duties)

# CITY OF TEMPE Records Specialist (continued)

# **Examples of Physical and/or Mental Activities:**

(Pending)

Competencies:

(Pending)

Job Code: 086

FLSA: Non-Exempt/ Classified